

**INTERAGENCY COORDINATING COUNCIL  
COMMITTEE MEETING NOTES**

**COMMITTEE:** Family Resources and Supports Committee

**RECORDER:** Stephanie Myers, WestEd/CPEI    **DATE:** November 17, 2005

<b>COMMITTEE MEMBERS</b>
--------------------------

**PRESENT:** Theresa Rossini (Co-Chair), Debbie Sarmiento (Co-Chair), Rachel Hagans, Julie Kingsley, Laurie Jordan, Sherry Torok, Al Milan,

**ABSENT:** Doug Cleveland, Terry Colborn, Juno Duenas, Jan Kearns, Nina LaVine, Kay Ryan, Cheryl Treadwell

**LIAISONS:** Mary Smithberger (CDE), Sue Winar, DDS (absent), Cheri Schoenborn, DDS

<b>MEETING NOTES</b>
----------------------

- I.     **INTRODUCTIONS AND WELCOME**  
The meeting was called to order by Debbie Sarmiento and Theresa Rossini and introductions were made by members present. Everyone was welcomed.
  
- II.    **AGENDA REVIEW**  
Debbie and Theresa provided an overview of the agenda. The agenda was accepted with the following additions:
  - January ICC Strategic Planning Session review agenda (off site)
  - ICC composition
  
- III.   **REVIEW AND APPROVAL OF PRIOR MEETING NOTES**  
September minutes were reviewed and approved.
  
- IV.    **FAMILY INTERVIEW QUESTIONS**  
The Family Interview questions were sent in with the September 2005 meeting minutes, but were not included as part of the document, however, they will be attached as addendum A with the current November minutes. Stephanie will send the Family Interview questions to Cheri as DDS will be working on the protocol with these and other suggestions. DDS will report back to FRSC by the March meeting.

V. PART C INDICATORS – STATE PERFORMANCE REPORT

Cheri referred the committee to page 81 in the November book and the SPP Template. Cheri guided the committee to refer to the indicators that were worked on by the FRSC.

- Indicator #4 discussion revolved around the Parent Satisfaction Survey and the need for the baseline data and when the baseline data is received this Committee will review and make necessary changes and/or adjustments to the suggested 51% improvement rate.
- Indicator #8 the % is taken from the monitoring report. The discussion revolved around questioning how large a sample size is needed to get statistically relevant baseline data and does this sample size meet the criteria.

VI. REVIEW DRAFT 2 of the WHITE PAPER ON STRATEGIES FOR COLLABORATION

The committee discussed the history of the white paper which would encourage RFP language for partnering agencies to consider FRC's. Sherry will take to the FRCNCA and with the assistance of WestEd will re work the draft #2 and then bring it back to the FRSC after it is completed. The FRSC will then send it to the Executive Committee for a recommendation to the ICC as an action item for "endorsement from the ICC" as a part of their philosophy to encourage partnering. This item is to be completed by the March 2006 meeting for an action item to be voted on during the May 2006 meeting.

VII. FAMILY SUPPORT GUIDELINES

Stephanie compiled and shared the last year of minutes regarding the Family Support Guidelines minutes. With direction from DDS WestEd (Elissa and Stephanie) will be the lead on the Family Support Guidelines with a joint effort of the Ad Hoc committee and the Core writers group. Cheri will send out an email to all committees asking who else may want to be a part of the Ad Hoc committee. Within the FRSC the following was determined by the group:

<u>Ad Hoc (review and input)</u>	<u>Core Writer</u>
Sherry Torok	*
Al Millan	
Mary Smithberger	
Juno Duenas	*
Debbie Sarmiento	
Terry Colborn	
Julie Kingsley	
Kate Warren	
Kay Ryan	

VIII. OFF SITE ICC STRATEGIC PLANNING SESSION

The Committee reviewed the agenda for the ICC Strategic Planning session and recommended the following items for III. B) Unfinished Business

1. Foster Care (position paper)
2. Homeless (referral to Early Start)
3. What happens with public input (tracking sheet)
4. Child Care (position paper)
5. Impact on Systems for children with Autism

IX. FRC's SEEKING VENDORIZATION

This agenda item was tabled and will be reviewed at the next meeting. Stephanie and Debbie will download the Service Codes and bring to the next meeting for appropriate discussion.

- a. Review Service Codes
- b. Discussion

X. TRANSFER OF KNOWLEDGE SYMPOSIUM FOLLOW UP

This agenda item was tabled and will be reviewed at the next meeting.  
a. Update and discussion

XI. ADJOURN 4:27 p.m.

## ADDENDUM A

### Family Interview Questions

**a. Review and Update to the Family Interview Questions**

Committee reviewed the questions submitted by Rachel Hagens and incorporated those questions and submitted their input. Also include: Group questions according to regulations and to use examples.

To start: *We would like to ask you a few questions about Transition. Transition means that your child moves from Early Start services .....*

1. Please describe your child's transition from the Early Start program to: (where the child is now). According to the needs of your child, in your opinion did the transition happen in a timely manner?
2. Do you feel that the needs of your child as identified by you and your family (for example: -----) in his/her transition plan/process have been/were met?
3. Do you feel as though you had all the supports (such as...examples) and resources (such as...examples) available to aid you, a member of your child's transition planning team, in making an educated/informed decision about placement and services for your child? Were you able to learn about and/or visit possible options (pre school, head start, state preschool, in-home/at home, other examples) for your child?
4. Do you feel you were part of the transition planning process?
5. Did your Service Coordinator explain that a change was going to occur?  
"Did *someone* tell you that there was going to be a change of services?"  
"Were you aware ahead of time that services were going to change and that you were a part of the planning."
6. Were you aware of your Transition rights and responsibilities for the program you are going to?